LAUNTON PARISH COUNCIL

Councillors Present: Mr James Allpress, Mr Chris Fox, Mr Mike Murphy, Mr Ed Sanders, Mrs Lesley Thompson, Mr Simon Turner (Chairman)

In attendance: The Clerk, Mrs Jane Olds; 2 Representatives from East West Rail – Mr S Golla and Ms B Sa'id (left 8.07pm); Cllr Ian Corkin (OCC) (from 7.50 – 8.25pm), three members of the public (one from 7.37pm)

Apologies: Mrs Lizzie Chisholm

1. **To receive and accept apologies for absence**
   Councillor Chisholm's apologies were accepted.

2. **Requests for Dispensations, Declarations of Interest, gifts and hospitality**
   Councillors Thompson and Turner declared a non-pecuniary interest in Item 10. a. i. and agreed to leave the meeting for the discussion.

3. **To facilitate public participation with regard to items on the agenda**
   3 members of the public attended the meeting.

   The Council **RESOLVED** to agree to move the discussion on Items 11. c. to the public participation.

4. **Reports from District and County Councillors**
   Councillor Corkin (OCC) reported that the Council was working on their 'Restart, Recover, Renew' programme. Most of the workforce were still working from home. It was thought that there would be a reorganisation of the local authorities including the buildings needed and service delivery.

   While the 'track and trace' system was being dealt with nationally, the County Council and the Public Health team would be involved if there were further local outbreaks and a four-stage plan had been created. However, infection levels within the County were stable at present.

   Schools and transport also presented a challenge.

   Cllr Corkin was concerned about how to maintain the volunteers and also thanked them for the huge amount of work they had done over the last few months. He would like to mark this work and would be prepared to make a small amount of his fund available for a commemoration, possibly a bench.

5. **To confirm the Minutes of the previous meeting held on 4 June 2020, previously circulated**
   The Council **RESOLVED** that the minutes be accepted as a true record and would be signed by the Chairman on resumption of in-person meetings.

6. **Update on progress from the Minutes** – the Clerk / Chairman to report on progress of outstanding items which do not require further decision
   a. **Minutes**
      All the approved Minutes had been pasted into the Minute Book ready for signing.

7. Finance

a. To receive the Finance Report

As at 16 June 2020, the Accounts stood at:

Co-op Current Account	£27,441.79	
Co-op Deposit Account	£22,379.61	
Outstanding Payments		
200808	£100.00	
Bank transfer	£37.27	
Bank transfer	£504.00	
Total	£641.27	
Standing Orders		**Date Cleared**
Clerk's May salary	£515.25	1 June
Launton Lines	£110.00	4 June
Income		**Date Cleared**
OCC grass cutting grant	£1,216.28	27 May
Launton Plotters insurance contribution	£10.00	15 June

The quarterly Budget Monitoring report would be presented to the August meeting.

b. To acknowledge scrutiny and acceptance of previously circulated bank statement

The bank statement was reviewed and accepted.

c. Online Banking – to consider a third Councillor operator for the online banking

The Council **RESOLVED** to agree to Councillor Chisholm being added to the online banking provision.

d. Zoom – to confirm the upgrade of Zoom to an annual subscription

The Council **RESOLVED** to confirm upgrading the Zoom account to an annual subscription (expiring in June 2021) with the offered 30% discount – a total of £79.29 plus VAT.

e. Minute Book – to consider the purchase of a new Minute Book

The Council **RESOLVED** to agree to the purchase of a new Minute Guard Book from Shaw's at the list price of £156 plus VAT. However, it was hoped that the final cost should be less with a 10% SLCC members' discount.

f. Bin Liner – to consider the purchase of a metal liner for the bin outside Costcutter

The Clerk had sourced a new liner from the original suppliers – Glasdon – and, due to the urgency, had ordered it.

The Council **RESOLVED** to agree to the Clerk's actions and to the purchase of the liner to replace the damaged one currently in the bin.

g. Internal Financial Control – to agree to defer inspection

The Council **RESOLVED** to agree to defer inspection until the books could be looked at in person. The Clerk had made the finance spreadsheet available to all the Councillors for information.

h. Grant Requests – to consider any grant applications received

i. Hummingbird Centre

The Council considered the request and **RESOLVED** to agree to make a grant of £200 towards the PPE which had been bought.

i. Fixed Assets

The Council **RESOLVED** to agree to defer the discussion to the August meeting.

j. To consider and approve invoices for payment itemised on the Payment Schedule

The Council **RESOLVED** to approve the following invoices for payment via Bank Transfer which Councillor Fox would authorise:

Payment method	Payee and reason	Budget	Amount
Bank transfer	Calber Facilities Management Ltd for June grass cutting (Invoice no: CL441138)	Grass cutting	£252.00
Bank transfer	Clerk expenses: printing £108.38 (inc covid leaflet), postage £2.04, telephone £2.62	Admin costs	£113.04
	Clerk mileage expenses	Mileage expenses	£20.61
	Total		£133.65
Bank transfer	Glasdon UK Limited for liner for bin outside Costcutter (Invoice no: SI797627)	Dog and Litter Bins	£57.40

The Council noted the following Debit Card transaction:

Date Cleared	Payee and reason	Budget	Amount
26/5/20	Zoom for virtual meeting	IT Costs	£14.39
12/6/20	Zoom Annual Subscription (taking advantage of 30% discount)	IT Costs	£95.15

8. Governance

a. Policy Review

i. Recording of Meetings Policy

The Council considered the policy and **RESOLVED** to re-adopt it without changes.

b. NALC Code of Conduct Consultation – to consider a response to the consultation

The Council **RESOLVED** to agree to defer the discussion until the August meeting.

9. Training – to consider attendance at OALC Courses

The Council **RESOLVED** to agree to Councillor Allpress attending the online Councillor Fundamentals course on 7 September; Councillors Sanders and Thompson attending the online Experienced Councillor course on 9 September and Councillors Fox and Turner attending the online Chairing and Facilitation Skills Course on 9 September.

10. Planning

a. **Planning applications** – to consider all recent applications received from Cherwell District Council detailed below and any other planning applications submitted between the circulation of this agenda and the meeting

8.50pm Councillors Thompson and Turner left the meeting while Item 10. a. i. was discussed. Councillor Fox was Chairman for the item.

i. **Application Number: 20/01488/F**
Proposal: Erection of a close boarded fence to a maximum height of 2.7m on the Eastern boundary of the property
Location: Linden Lea, Blackthorn Road, OX26 5DA
The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.

8.52pm Councillors Thompson and Turner re-joined the meeting.

b. **Notice of Decision**
The Council noted the following Notices of Decision:

i. **Application Number: 20/00821/LB**
Proposal: New partition wall to kitchen and 2 no. doors.
Location: 52 West End, OX26 5DG
Listed building consent subject to conditions (4 June)

ii. **Application Number: 20/00832/F**
Proposal: Variation of condition 1 (plans) of 19/02275/F - to allow for external alterations
Location: Bicester Heritage, Building 141, Buckingham Road Bicester OX27 8AL
Permission for development subject to conditions (18 June)

iii. **Application Number: 20/01026/F**
Proposal: First floor roof extension/alterations to create two first floor bedrooms and bathroom
Location:
Listed building consent subject to conditions (7 May)

11. Village Matters (Items 9. c. and 9. d. were discussed at the beginning of the meeting)

a. **Parish Hall Lease**

i. **To consider and agree the Agreement to Lease and the final Lease**
Councillor Turner had tidied up the documents and sent them to the Parish Council Solicitor but unfortunately, they had not been finalised. Therefore the Council **RESOLVED** to agree to defer consideration to the next meeting.

ii. **To consider the options surrounding taking out a Public Works and Loans Board Loan to fund the renovation work**
The Council received documentation which had been supplied by OALC about loans from the PWLB.

The Clerk had provided the Council with a spreadsheet with calculations on two different repayment options for loans of £200,000 and £250,000 over a 30 year period. Much more work would need to be done on working out how this would be repaid.

The Council acknowledged that a full consultation process would need to be undertaken with the village prior to an application to the PWLB and this would be complemented by the initial survey undertaken by the Parish Hall Committee a few years ago.

iii. Car Park – to receive a progress report
The Clerk had not succeeded in setting up a meeting with the OCC Highways team, but Cllr Corkin agreed to help chase.

iv. To receive a progress report
No further progress had been made.

b. COVID19 Village Support – to receive a progress report and note any actions or expenditure necessary
No further expenditure had been made.

Councillor Thompson reported that the group was running well, but that with the ease of the lockdown, it had been suggested that the name for the group should be changed. The most likely suggestion was The Launton Village Support Network.

The following agenda item was discussed at the beginning of the meeting under Public Participation

c. East / West Rail – to receive a progress report and welcome a representative to report on the footpath closures
The Council welcomed Steve Golla and Thaina Sa'id from the East West Rail project.

Mr Golla gave the meeting a summary of the progress of the works.

There had been good progress on constructing the 'A1 to A2' Haul Road and the A1 site compound. The archaeological strip map and sampling had taken 3 weeks longer than anticipated because of weather conditions. Not much had been found apart from indications of boundaries. Once the archaeological works had been completed, the area would be fully stone capped. The cabins for the compound would be going in at the end of the month.

The traffic management outside the compound was scheduled for another three weeks. Following reconsideration by EWR and the Highways team, it was agreed that the traffic lights proposed originally would not be required beyond the usual ones on the bridge. Instead a high friction surface would be laid outside the compound. The team was currently deciding the best time to carry out the work but it was likely to be week beginning 20 July.

There was further strip map and sample work taking place off Charbridge Lane before the new access was made. In Mill Meadow opposite Langford Brook there was some evidence of post Roman habitation.

The trees in the allotment which had not been removed would probably be taken down in October.

Towards the Station Road level crossing, the June road closure did not run as smoothly as hoped as there were some trees which it was thought could have bats in which could not be removed; these would be taken down later in the year.

Great Crested Newt fencing had been erected on the Folly Cottage side of Station Road. The pond would be back filled in November once the newts had been removed.

Mr Golla presented the meeting with an electronic ‘fly through’ of the road over the railway to the north of Station Road. A static overview of this was available on the website. Photographs of other areas of work were also shown some of which were available on the website or in *Launton Lines*.

The Public Rights of Way were also presented, and these were available on the Parish Council website.

A member of the public raised the location of one of the footpaths around the Grange Farm area. It was suggested that a short footpath from Yew Tree Farm could be re-routed around the farm. It was suggested that the OCC footpaths team was brought up to date.

The ecologists would be doing a newt search for next three weeks around Grange Farm, then from 27 July there would be more strip map and sampling. The heavy equipment to dig the sampling trenches would be brought along the haul road, and a minibus would be used to reduce staff movements, but this may use the main road.

Towards the end of August, the excavation work for the footprint for the bridge embankment near the old level crossing would start, in some areas this would be up to three metres down. The piling would start in early 2021.

The vegetation which had not been removed on Station Road in June would be removed in September and a water course would be realigned.

The Haul Road would cross Station Road at the Level Crossing. At first there would be ‘stop / go’ boards and then from 3 August traffic lights would be installed to control the crossing. However, the highway would have priority with the traffic from the haul road having to wait for the lights to change.

Mr Golla confirmed that Station Road would close from April 2021 for at least 12 months. However, following the previous Station Road closure they would be looking at refining the look and placement of the signage.

Ms Sa’id explained that her email address was published with the article she had written in the July edition of *Launton Lines* and she was happy to receive questions.

8.07pm the meeting resumed discussion at Item 4.

d. Parish Path Warden – to note and support the recruitment of a temporary Path Warden
The Parish Council noted the advertisement for the temporary Path Warden. The Clerk would provide some laminated adverts to be posted around the village.

9.25pm The Council **RESOLVED** to agree to extend the meeting to 9.45pm

e. **No cycling signs in Yew Tree Field** – to consider the request to install no cycling signs on the footpath
The Clerk had asked CDC for advice on this. The Officer's opinion was that as the footpath was not especially narrow or enclosed to the sides they would not consider this to be a significant issue. Pedestrians and cyclists should both be able to use the footpath, easily stepping or cycling on the grass to the side where necessary to get past. Therefore, they would not be looking to install any No Cycling signage on this site.

The Council **RESOLVED** to note the advice.

f. **Station Road Crossroads** – to consider the request of the installation of a mirror at the crossroads and yellow lines near the crossroads on Bicester Road
The Clerk had asked officers at OCC if the advice given by OCC previously still stood. She was awaiting a reply.

g. **War Memorial** – to consider maintenance of the memorial and to improve the surrounding area
The Council **RESOLVED** to agree to use a soap and water solution with a gentle scrubbing brush to see if this would clean the War Memorial. Councillor Thompson would approach a villager to see if they would be prepared to help.

h. **The Glades** – to receive a progress report
A draft agreement had been sent to Wellers Solicitors for consideration and this had been agreed as satisfactory.

The Clerk had sent the draft agreement to both numbers 26, for their use of the grass area outside their window, and 24 for the use of the grass area outside their house for car parking.

Both parties were individually content with the agreement as it stood. However, the Chairman had been informed in a telephone conversation that a villager was extremely opposed to the car parking proposal.

12. **Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required
    a. **CDC** – Parishes Briefings
    b. **Rural Services Network** – updates
    c. **NALC** – updates
    d. **CPRE** – updates
    e. **Police and Crime Commissioner** – newsletter
    f. **Healthwatch** - updates
    g. **Healthy Bicester** - update
    h. **OALC** – update on opening play areas (forwarded to LPFA)
    i. **Villager** – re EWR compound and Parish Hall Expenditure
    j. **Villager** – request to tidy up the shrubs in Sherwood Close – I've asked for a couple of quotes from gardeners and am waiting for responses
    k. **Villager** – re Parish Hall

13. Attendance at Meetings and reports from meetings / courses

The Clerk would attend the Launton Communications Group meeting on 8 July.

14. Reports

a. Chairman's Report

The Chairman had nothing further to report.

b. Clerk's Report

The Clerk reported that she had converted the Parish Council Facebook 'persona' into a page in order that the Parish Council information could be propagated more widely and members of the public would know where the information came from. This would be useful with updating the village on the East West Rail works, but would not be the only method of communication.

15. Items for information or next Agenda only

a. Next Agenda

The Clerk requested all items for the next agenda be submitted by Thursday 23 July.

b. Road Closure

The road to Stratton Audley from the Station Road / Marsh Gibbon / Poundon crossroads will be closed for one day on 21 September for patching works.

c. Yew Tree Play Area

The Clerk had received confirmation that the play area which was managed by CDC would be open on 4 July. Signs had been erected advising users to use their own hand sanitiser and practice good hand hygiene and social distancing in line with the current Government guidance. The equipment would be cleaned once a week by the CDC team with an anti-microbial product which had a seven-day residual effect.

16. Date of next meeting – Thursday 6 August 2020 online at https://us02web.zoom.us/j/76605157135 (meeting code: **766 0515 7135**) or in Launton Parish Hall if possible. It would also be possible for members of the public to dial in with a telephone.

The meeting closed at 9.45pm

Notes on declarations of interest

Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered.
National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

Signed………………………………………………….. Dated**……………………………………………….**